

9 February 1972

OFFICE OF PERSONNEL MEMORANDUM NO. 20-60-8

SUBJECT : Control and Loan of Official Personnel Folders

REFERENCES: (a) same subject
(b) same subject

1. Reference (a) directs attention to the importance of adherence to procedures for controlling Official Personnel Folders and establishes the new requirement that they be hand-carried between authorized users in the Headquarters building. All employees in the Office of Personnel are directed to monitor these controls carefully.

2. The Personnel and Support Officers of operating components in the Headquarters area also have a special duty in this regard. They are most often directly responsible for arranging and controlling review of OPF's outside the Office of Personnel.

3. There is considerable evidence of inadequate attention to the referent controls. OPF's have frequently been held beyond the stipulated ten day loan period without approval, and have been transferred within and between operating components without such movement being recorded. Inspection shows that materials have been added to and deleted from OPF's by unauthorized persons. Further, increased use of Biographic Profiles in lieu of OPF's could reduce the flow of OPF's which, on the average, were each charged out seven times during FY 1971.

4. The accuracy and ready availability of the OPF for proper use are of primary importance to the Agency and to the individual employees concerned. I ask each Personnel and Support Officer to give continuous personal attention to the control and use of Official Personnel Folders within his area of responsibility.

Harry B. Fisher
Director of Personnel

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